

# Stephanie Yang

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## Professional Summary

Has a unique personality that brings joy to any work environment. Abilities to lead a group of people to complete tasks on time and before the deadline. A person who takes initiative, be able to adapt to any type of work environment.

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## Education

### Agape High School

Saint Paul, MN  
Generals

September 2011 - June 2013

### Johnson High School

Saint Paul, Minnesota  
Generals

September 2008 - June 2011

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## Work Experience

### Assembler

Boston Scientific, Arden Hills, MN  
May 2015 - September 2019

- Maintained supply inventory by checking stock to determine inventory level; anticipated needed supplies; placed and expedited orders for supplies; verified receipt of supplies
- Worked in final packaging.
- Inspect labels applied on correct products.
- Worked as final inspector before sending out to warehouse.
- Ensure correct IFUs are used
- Conducted final inspection, removing any imperfect parts.
- Separate non conforming products and properly fill out forms as well as physically keeping away from conforming products.
- Documented actions by completing production and quality forms
- Contributed to team effort by accomplishing related results as needed
- Followed detailed assembly instructions, processes and procedures
- Reported problems with quality, processes, equipment and materials to Production Supervisor
- Trained and certified in assembly
- Setup and operated various packaging.
- Maintained a professional work performance while working as quality inspector of assembled medical devices
- Accurately completed medical device history records to ensure that the assembly of high quality medical devices is properly documented
- Understands clean room procedures and policies.
- Gave expert insight to engineers and supervisor working on new experimental equipment dealing with my area.
- Visually inspected devices for defects, placed defective items into a reject bin and manually recorded reject bin inventory.
- Applied labels to devices, packaged and sealed them.

- Assembled and inspected medical devices.
- Keeps work station organized and orderly, and make sure that the production parts, tools, test equipment and documentation are properly stored and maintained.

### **Cashier**

OTG Management, Minneapolis, MN  
2014

September 2014 - December

- **Cashier**
  - Verified cash funds for register at the beginning of the shift.
  - Work on signage and prep the store for business
  - Consistently monitoring coffee to ensure freshness.
  - Organized bakery areas to maintain freshness for customers
  - When product gets low pull item forward (Front & Face)
  - Keep work area organize and clean
  - Assist customers to find what they are looking for
  - Maintain a positive environment for customers and co-workers
  - Direct customers to their flight as needed.
  - Counted and reconciled register funds at the end of the shift

### **Bingo Attendant**

Grand Casino Hinckley, Hinckley, MN

January 2014 - July 2014

- **Cashier**
  - Count different sets of bingo packets assigned
  - Count money that is assigned to register
  - Count money that is assigned to pull tab register
  - Explain what promotions we are having for the day
  - Sell pull tabs
  - Count money at the end of the day and make sure sales match
  - Count bingo packets
  - If cash and/or bingo packs do not match must search receipts to find mistake and correct it.
  - Weigh out pull tabs and sign sheet
  - Call end of session to security
  - Help Caller get bingo balls and put them in order
- **Floor**
  - Count different packs of special games
  - Count money assigned
  - Carefully explain to guests what game is being played
  - Sell guest extra games that does not come with bingo pack
  - Verify bingos for each game and pay the winners
  - Keep tables clean and always keep clean walkways
  - Always make sure the right amount of change is given
  - Count money at the end of the day and make sure sales match
  - Help clean up bingo hall by picking up trash, pushing in chairs, and picking up machines
  - Make sure machines are all locked up at the end of the night
  - Call security and take tips to go count in main bank.

### **Apprentice**

Urban Boat Builders, Saint Paul, MN

October 2012 - May 2013

- Build personal wooden paddle.
- Teach a class of adults how to build a paddle.

- Help crew build hand crafted wooden boats.
- Train in people to machines and equipment used to build a boat
- Use Excel to list contacts of neighboring companies with phone numbers and email
- Make several phone calls one after another to get donations
- Introduce myself and work place to strangers

### **Skills**

#### Languages

- English
- Hmong

#### Skills

- Ability to learn and adapt to new software or programs quickly
- Microsoft word
- Basics of Microsoft Excel
- Punctual
- Good communication
- People management
- Organized
- Quick learner